



**CITY OF BATTLE CREEK
RISK MANAGEMENT CLAIMS SPECIALIST**

The City of Battle Creek is seeking a Risk Management Claims Specialist in a high volume office. Responsibilities include maintaining claims for the City's insured and self-insured programs including Worker's Compensation, General Liability, Property, Auto, and Sickness and Accident. Requires a Bachelor degree with one year experience or an Associates degree with 5 years experience and/or an equivalent combination of education and experience. Considerable knowledge of Worker's Compensation, Property, Casualty, and Auto Insurance programs. Also must have considerable knowledge of modern office software suites. State of Michigan Adjusters License is required. Starting rate is \$18.79 per hour plus excellent benefits; \$23.12 per hour after two years. Obtain an application either at City of Battle Creek, 10 N. Division, Human Resources Room 215, Battle Creek, MI 49014 or you can find our application in the Human Resources/Employment Opportunities area on our web site @ www.battlecreekmi.gov. **ALL RESUMES MUST HAVE A COMPLETED APPLICATION ATTACHED. Deadline to apply is: Friday, September 6, 2013 @ 5pm. (EOE)**